

**Styal Village Community Store t/a Earlams**

**Management Team Meeting**

**Wednesday 23<sup>rd</sup> March 2022**

Present: John, Liz, Helen, Jean, Andy,      Apologies: Peter, Richard

Agenda:

Report from Helen  
Visit from Health Inspector  
Volunteer social  
Expanding the management group  
Finance report  
Easter opening  
AOB

Report from Helen

Management committee had asked Helen to review role of the manager and work on identifying areas for delegation to volunteers so that the manager could designate time in the week to complete management tasks. Manager now has a permanent contract and the meeting agreed to update the contract to reflect the agreed working hours and an increase in salary. All agreed that the manager has addressed several areas in the last year and we are grateful that the standards expected at Earlams are being maintained. Difficulties can arise when volunteers ignore reasonable requests from the Manager and it was agreed that a Code of Conduct has to be signed by all volunteers. It is crucial that all volunteers follow all agreed procedures to maintain standards, of particular concern is the neglect of some food hygiene rules. Now that we are getting back to normal it was agreed that volunteer training sessions will be re-introduced and that we will revert to earlier closing on Mondays to facilitate training time. (Frequency of training to be determined with first event scheduled for May 16<sup>th</sup>) Helen will discuss details with Jo.

It was also agreed that a corner of the Gallery will be converted into an office area for the manager so that work can be completed without unnecessary interruptions.

Manager training is being arranged in April to update Health and Safety/Food Hygiene requirements and a date will be agreed for till training.

The next Café and Gallery/Shop team meetings will look at prices as Jo has been reviewing increased costs of supplies. It was agreed that prices will be reviewed quarterly to link to VAT quarter dates.

The meeting agreed that Jo works extremely hard and will continue to be supported by the Management Team.

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#### Visit from Health Inspector

An inspector had visited this week and been pleased with all aspects of Earlams and determined that Grade 4 was still appropriate. The inspector reluctantly was not able to increase our score due to Panini bags being sealed. The current method of displaying allergens is approved but only if the bags remain open. Jo will pass this information to volunteers so that the date sticker is no longer used to seal the folded bag. An update Food Safety diary has been ordered and John is arranging for annual refresher training in Food Hygiene for Jo. Volunteers to be reminded to complete the video course if not already done, this can be done on site with our laptop if preferred.

#### Volunteer Social Saturday 28<sup>th</sup> May 4.30pm

It was agreed that a social be held a week earlier than the official Jubilee weekend as volunteers may have other events to attend in their local areas. Unfortunately, Grace Notes are not available that date so the afternoon Garden party will be an extended social occasion.

#### Expanding the Management Group

The management group expressed thanks to Jan Dixon who has resigned from the committee after many years' service. Jan made a significant contribution to the management of Earlams for which the group are very grateful. The good news is that Jan is continuing as a volunteer.

New members are needed for the management group and volunteers are invited to suggest willing candidates. Meetings take place early evening, approximately every 6 weeks and we need a range of skills to support the work of the group. The role of Secretary is now vacant and we particularly welcome members who can undertake this.

#### Finance Report

Amanda had provided a report for the meeting showing a summary of the financial year to date and a profit and loss report with a more detailed breakdown of income and expenditure. Liz explained that the sum of volunteer tips £400 was the cash that had been banked from the tip jar. This is identified in the accounts as "other income" and is used to fund the various volunteer social events during the year. At the end of the year if we don't spend all the tips the costs are accrued to match and carried over to the next year. The meeting thanked Amanda for regular, high-quality reports.

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Easter opening

The meeting agreed to close for the Easter holiday period (Friday 16th to Monday 18<sup>th</sup> April).

Jo has holiday to take prior to 31<sup>st</sup> March but it was agreed that we can be flexible to accommodate her house move but needs to use before the end of April)

Holiday is by prior agreement with management team to ensure cover is in place. It was agreed in principle that long term cover for the manager during holidays should be re-numerated.

Any other business

Support for Ukraine event had been well attended and a donation would be sent to <https://www.nationalfundingscheme.org/ukraine/>

The donation jar is in place until the end of the week and the final amount from Gallery sales is to be confirmed but it is estimated that we will donate a total of £700.